



**ACTHA**  
Association of Condominium,  
Townhouse, and  
Homeowners Associations

NEWSLETTER



# GREETINGS FROM YOUR ACTHA BOARD OF DIRECTORS

Hello everyone,

We sincerely hope that you and your families are healthy and coping well with our "new normal" as a result of the COVID 19 Pandemic. We at ACTHA are committed to continuing to provide information and support to our members during this unusual time in our lives. Of course, Association business is most likely not your top priority right now, but we hope that you will turn to us with any concerns you are having. If we cannot provide answers, we will refer you to one of our commercial members who are devoted to serving community associations.

In this issue, you will find a link to the webinar we presented last Friday, "Implications of COVID 19 For Associations". It was our first attempt using a new program and, due to limited staffing availability, there were a few glitches. **Please accept our apologies!** We assure you that we will continue to fine-tune our skills. We plan to continue providing this avenue for interaction with our membership for the foreseeable future. We have decided to make this webinar available to all in our database, current members as well as lapsed members. The link is provided in this newsletter. This was a difficult decision for our Board of Directors, but we are committed to our core mission to educate and support. As you may know with the recent turnover of day to day operations of our organization to volunteer Board members, we have had difficulty with our membership software. Confusing and sometimes conflicting messages sent out last fall negatively impacted us in maintaining our membership rolls this year. We are a not-for-profit organization. **Please continue to support us so that we may support you.** If you allowed your membership to lapse, go online and renew. If your contact list, and most importantly, your primary contact (bundle administrator) has changed or includes a manager, management company or any other commercial contact, please correct it by going to actha.org, emailing: actha@actha.org, or calling 312- 987-1906.

[https://zoom.us/rec/share/5PdnKuDX-VpOYLOW0kjbfogzGJ3vX6a82iAeqfsIn0jyjNXoJs\\_aUHut-wdwfOT5](https://zoom.us/rec/share/5PdnKuDX-VpOYLOW0kjbfogzGJ3vX6a82iAeqfsIn0jyjNXoJs_aUHut-wdwfOT5)

Please note, if you click on the link to our recent webinar recording, you will see a series of black screens with the names of the moderator, Elizabeth Gearon, and Bill Chatt and Bob Prince, the presenters. Please go to the bottom of the screen and move the blue dot to 3:32 or later for the video and audio to begin. **Once again, thank you to all who "tuned in" last Friday.**

In this issue, we have included an article on the importance of organizing your space. We felt that in this time of confinement, dire reporting in the media, and continuing financial and personal stress, a diversion may, if for just a brief moment, provide some relief and a suggestion for a productive use of time.

Take care,

The ACTHA Board of Directors

# New Association Members

## Palmer Court Condominium Association

### DON'T PANIC BECAUSE OF THE PANDEMIC!

*BY Bill Chatt*

Obviously, the COVID-19 pandemic has upended every aspect of everyday life and Associations have not been spared. The first piece of advice I have is take a deep breath! So much of what we are all dealing with is in the hands of others and that makes it easy to feel helpless. That is normal. The best thing anyone can do in a situation like this is just focus on what you can control as individuals and as board members. Let's look at two things Associations can control: **meetings** and **"rainy-day" projects**.

As of this writing, the Centers for Disease Control ("**CDC**") is recommending we all avoid gathering in crowds of more than 10 people. That said, there are rumors and fears of impending "shelter in place" orders that may be mandated. That may or may not happen, but, with that in mind, Associations should really think twice before conducting meetings in the foreseeable future. This is an unprecedented time in our history and with sound judgment and good intentions, boards should take comfort that not observing every possible technicality will, in all likelihood, be excused for the time being.

With this in mind, in the event an Association finds it really must carry out some **board business** or just wants to try and do so to maintain some sense of normalcy, what are the options? Under the Illinois Condominium Property Act, a board may ratify an action taken in response to an emergency (immediate danger to the structural integrity of the common elements or to the life, health, safety or property of the unit owners) provided that the board gives notice to owners of the occurrence of the emergency event within 7 business days after the emergency event and a general description of the actions taken to address the event within 7 days after the emergency event. That portion concerning "health, safety or property of the unit owners" is more relevant than ever and, to the extent a board had to take an action such as an emergency expenditure to clear a lobby or laundry area because of possible contamination, this section would apply. Common Interest and Master Associations do not have the benefit of the explicit directive statutorily, rather, only emergency expenditures are addressed. Then again, but for a common facility such as a clubhouse, pool, or other gathering facility this may be less likely to be an issue for Master and Common Interest Associations. To the extent a potential situation arises, boards should consult with counsel but likely an "act now ask forgiveness later" approach would apply.

As to conducting normal business, meeting via electronic means may be an option, particularly with so many people working from home at this time. Funny thing is that with so many people staying at home for the time being getting a quorum for an annual meeting should be a cinch but for the edict against large gatherings! Section 18.8 of the Condominium Act and Section 1-85 of the Common Interest Act give wide latitude in carrying out many routine tasks via electronic means. Of course, if any owners have not consented to communication by acceptable technological means, an Association will have to deal with those owners the old fashioned way. As to **elections**, provided the Association has adopted a rule to allow meeting by acceptable technological means, the board may be able to send notice and conduct meetings electronically. This may be as simple as a conference call or joining multiple calls on a mobile phone to something as

simple as a conference call or joining multiple callers on a mobile phone to something as sophisticated as a web-based meeting solution. Providers such as “**Go-To Meeting**” and “**Zoom**” offer a variety of plans that cater to these needs, and in fact, Zoom actually has a free membership plan that may work for associations.

For simpler issues, use of **unanimous resolutions** may offer a simple solution in the near term. This may be more in line for situations where a board had previously discussed an issue and was simply waiting for the next meeting to ratify a decision. With the assistance of their professionals, a board may adopt an action by unanimous resolution which memorializes the action taken and which otherwise could have been taken at a meeting of the board.

The second thing boards may want to look at during this period of down time is tackling “**rainy day**” **projects**. Items such as getting updated census information to having the declaration reviewed or revising rules may be things a Board has put off but now might have time to address. There are numerous other issues that don’t necessarily require face-to-face attendance that boards can address during the next 30 to 60 days or however long we are in this period of virtual shutdown. Many professionals such as attorneys, accountants, managers, and insurance agents while not out and about, are nonetheless open for business and getting a hold of them should be easier than usual!

So again, **don’t panic** because we are all in the same boat and we will make it through this just as we did the “great recession.” Keep your eyes on your emails a bit more carefully because though we all get our share of junk-mail for the time being you can count on more important reading materials to come your way as well.

## New Commercial Members

Fresh Coat Painters

Nextech - Connected Smart Home Division

Park Property Management Solutions

Roof Maxx-Roof Treatment Restoration Inc

# Storage Cleaning & Organizing Benefits...

*BY Maria Concepcion*

Although it is the obvious thing to do, you'd be surprised at how many people don't understand the full benefits of keeping their storage units well-organized and clean. Although there are many reasons, I will point out some of them. Perhaps the most important fact to consider – especially from the building management perspective is that a clean organized space is a proactive way to minimize insect and rodent problems. Prevention is cheaper and more effective than a costly cure.

The basics of a clean, safe, and organized storage / locker space, is the installation of racks with the proper material and configuration to meet your space measurements and your personal needs. Storage shelving and storage bins come in a variety of heights, widths, and sizes to allow you to maximize any available space you have

**Delay Depreciation -Minimize Health Contamination - Improve Efficiency...**Not only will proper organization and clean environment help keep your precious possessions clear from germs, dust, or deterioration, you will easily and efficiently be able to find what you are looking for without stress or delays.

**Increase Storage Space...**In addition to preventing a mess, the increased storage space offered by proper organization will help reduce clutter and increase the available room to store additional items to further help you declutter your home or business.

**If you are self-employed or need to keep work materials / documents at close reach and have limited storage in your living space...**Keeping an organized and clean storage unit can **improve the accuracy of your inventory.** Anything that needs to be used for work can be located much more easily if everything is stored properly, labeled correctly, and easily accessible.

Keeping your storage containers labeled and organized help you determine remaining quantity, which reduces needless spending and effectively know when to replenish items.

The benefits of keeping your storage / locker space clean and organized out weights the time and effort you invest to set it up. Once the space has been configured to meet your needs, and an organization system is established, you will only need to clean the space on a quarterly basis and tweak the system when you have life changing moments in your personal or professional life.

Thank you



Association of Condominium Townhouse, and Homeowner Associations

276 E, Deerpath, #640, Lake Forest, IL 60045

(p) 312-987-1906 | (e) actha@actha.org

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